

**THE TULALAP TRIBES**  
**TGO/QCC/BINGO**  
**Job Description**

**JOB TITLE:** Gift Shop Cashier -ON CALL

**POSITION NUMBER:** ON GOING

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position. Tribal preference does apply.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

**EDUCATION:**

- ☐ High School diploma or GED equivalent preferred.
- \*If applicant does not meet this requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

**SKILLS:**

- ☐ Must have good math skills. **(Test required passing with 80%)**
- ☐ Must be able to multi-task.
- ☐ Must have excellent guest relation skills.
- ☐ Ability to make change accurately and write legibly.
- ☐ Must have good organizational skills.
- ☐ Ability to work with a variety of guests, and fellow team members in a fast paced environment.

**EXPERIENCE:**

- ☐ Minimum one (1) year cash handling experience.
- ☐ Minimum one (1) year experience working with the public utilizing customer service skills.
- ☐ Minimum one (1) year inventory experience.

**OTHER REQUIREMENTS:**

- ☐ Must be 18 years of age or older. \* **(Attach documentation with application)**
- ☐ Applicants will be required to successfully pass an agility exam to determine if physically capable of performing the essential job functions.
- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's, and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be available to work any shift assigned including days, swing, grave, weekends, and/or holidays.
- ☐ Must be able to obtain a Class II certification, and be licensed, with the Tulalip Tribal Gaming Agency.
- ☐ Must have a successful employment history with Tulalip Tribes and/or other employment entities.

**Physical Characteristics and/or Prerequisites:**

- ☐ Manual and finger dexterity for operation of a cash register, handling money, and routine paperwork.
- ☐ Ability to stand and/or walk for an extended periods of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Strength to lift up to 20 pounds on an occasional basis.

**Tribal Department:** Gift Shop

**Employee Classification:** Non-exempt

**Job Summary:** Operates gift shop during shift, selling merchandise, stocking shelves, and maintaining cash receipts. Assists customers and employees with questions and merchandise, while promoting positive customer service. Performs inventory.

**Employee Reports To:** Gift Shop Supervisor

**Extent of Job Authority:** Under the direction of the Gift Shop Supervisor sells merchandise and operates cash register in accordance with established policies and procedures.

**Specific Duties Performed:**

1. Verifies cash drawer at beginning and end shift.
2. Stocks shelves and display case in gift shop.

3. Sells gifts, candy, and notions.
4. Maintains cleanliness of gift shop area.
5. Greets customers, answer questions, and/or directs customers to someone who can assist them.
6. Well-groomed, neatly attired in proper uniform at all times.
7. Count and reconcile daily cash flow during shift.
8. Straighten and organize inventory.
9. Assist in stocking inventory.
10. Promote sales.
11. Balance designated shift sales.
12. Assists with inventory as assigned.
13. Assists with training of new employees as requested.
14. Performs other job-related duties as deemed necessary or required.

**Terms of Employment:** This an on call position requiring up to 40 hours per week or a minimum 2080 hours per year.

**Pay Rate:** \$9.04 per hour

**Opening Date:** ON GOING

**Closing Date:**

**Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.**

**\* Required documents must be submitted prior to interviewing.**